

PROCESS TO APPLY FOR BUSINESS CERTIFICATE

***If you are only changing ownership and not changing anything in the business, you come to the Building Department for a Business Certificate of Occupancy form.**

****FOR A BRAND NEW BUSINESS*****

Come to the Cliffside Park Building Department to see Zoning Official Christopher Mouetnot for approval of new business. **Hours 1PM-3PM Monday-Thursday**

Cliffside Park Building Department
525 Palisade Avenue 2nd Floor (across the hallway from the Police Dept.)
Cliffside Park, NJ 07010

Once approved, **IF** you need to pull building permits that will be done once you submit the Business Certificate application and submit the \$75.00 Application Fee to the Building Dept. (A licensed NJ contractor must do the work on a commercial business)

Once all building permits are closed out you can get your final inspection done with the Fire Prevention Bureau & pay the \$75.00 Inspection Fee.

If you are opening or taking over a food establishment you must contact the Health Department for their requirements and inspections you can call them at (201) 313-2047.

The Fire Prevention Bureau's Inspection is the last and final step before you can open your business in Cliffside Park.

Fee's:

Application Fee- \$75.00

Fire Inspection Fee- \$75.00

Cash/Check/Money Order ONLY

No Credit Cards

Cash must be exact to each department.